

## DIRECTIONS FOR COMPLETING FORM 45, FITNESS REPORT

### GENERAL

#### 1. POLICY

It is Organization policy to inform employees of the effectiveness of their work performance. Organization policy also requires that supervisors record at least once each year their opinions and evaluations of the work performance of employees under their jurisdiction. Evaluations will also be made whenever it is necessary or desirable to provide Organization management with information which may be pertinent to future personnel actions affecting these individuals. Regulation No.   outlines policies concerning the requirements for submitting initial, annual, reassignment and special reports, showing the report to the employee and appeals procedure. The Fitness Report, Form 45, is used to record evaluations. However, an evaluation in memorandum form may be substituted for Form 45 for employees in Grades GS-14 and above.

#### 2. SUBMISSION

The Fitness Report will be submitted in triplicate to the Head of the Career Service concerned. The Head of the Career Service will retain one copy and will forward the original and other copy to the Office of Personnel.

#### 3. INITIAL REPORT

A Fitness Report will be prepared for each employee as of nine months after his entrance on duty with the Organization. An initial report need not be made when a Fitness Report has already been made for some other purpose within 90 days prior to the due date of the initial report. The initial report is of particular importance in providing a record of the supervisor's evaluation of the employee before the employee has completed his twelve-month trial period. An initial report may be deferred for a period not to exceed 30 days beyond the due date to provide the supervisor with additional time to evaluate an employee who has been under his jurisdiction for less than 90 days.

#### 4. ANNUAL REPORT

A Fitness Report will be prepared annually for each employee, except when a Fitness Report has been made for some other purpose within 90 days prior to the due date of the annual report. An annual report may be deferred until the employee has been under the jurisdiction of the supervisor for 90 days.

### SCHEDULE FOR SUBMISSION OF ANNUAL REPORTS

| <u>GRADES</u>      | <u>FOR PERIOD ENDING</u> | <u>DUE IN OFFICE OF PERSONNEL</u> |                   |
|--------------------|--------------------------|-----------------------------------|-------------------|
|                    |                          | <u>FROM HEADQUARTERS</u>          | <u>FROM FIELD</u> |
| GS-1 through GS-5  | 31 March                 | 30 April                          | 31 May            |
| GS-6 through GS-8  | 30 June                  | 31 July                           | 31 August         |
| GS-9 through GS-11 | 30 September             | 31 October                        | 30 November       |
| GS-12 and GS-13    | 31 December              | 31 January                        | 28 February       |
| GS-14 and above    | 31 March                 | 30 April                          | 31 May            |

#### 5. REASSIGNMENT REPORT

A Fitness Report will be prepared whenever both the Immediate Supervisor of the employee and the Reviewing Official are changed by the reassignment of the employee. For the purpose of fitness reporting "Immediate Supervisor"

refers to the official who prepares and signs the Fitness Report of the employee concerned. When the supervisor is reassigned and has numerous reassignment reports to prepare he need complete only SECTIONS B, C, and D of the Fitness Report.

## DIRECTIONS FOR COMPLETING FORM 45, FITNESS REPORT

### INSTRUCTIONS

#### SECTION A GENERAL

The items of this section should be completed by the appropriate administrative or personnel officer. Special instructions for completing or omitting items of this part of the report should be carefully observed on Field Transmittal — Fitness Report, Form 45a.

#### SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

In this section the supervisor will list the most important duties the employee has performed during the rating period and will rate each duty separately. Duties should be listed in order of importance. Compare when possible the individual being rated with others performing the same duty at a similar level of responsibility. Very careful consideration should be given to the listing of duties and the rating given each duty because this information is important in the evaluation of the employee for future assignments. If the job requires maintaining files, say what kind; if it requires preparing contributions to chapters of a publication, say what chapters; if it requires conducting investigations, tell what kind and for what purpose; if it requires liaison activities, tell what kind and with whom; if it requires analyzing reports or preparing reports, tell what kind, what subjects, and for what purpose. In rating employees with supervisory responsibilities, tell how many employees supervised and their grade levels.

##### EXAMPLES:

"Operates 1250 multilith press" — not "operates press."

"Types research reports having many tables" — not "types."

"Serves as senior supervisor for 7 important activities using knowledge of the French language" — not "senior supervisor."

"Supervises 3 second-line supervisors (GS-13 through GS-15 who direct economic research" — not "directs research."

"Responsible for processing fiscal, financial, and budget reports for an operating branch of 50 people" — not "financial support."

#### SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

In making this rating the supervisor should take into account the employee's conduct on the job as well as his performance on all specific job duties. Each supervisor

will weigh these factors in his own mind so as to arrive at a rating which will reflect an employee's overall value on the job.

#### SECTION D DESCRIPTION OF THE EMPLOYEE

This section is a good test of the supervisor's ability to observe his subordinates. In this section the supervisor considers the employee from different points of view and makes a number of close judgments about him. These judgments should be based on the characteristics demonstrated by the individual in his current position. This series of statements applies in some degree to most people, but should be checked only when such ratings assist in the description of the individual. "Writes effectively" and "Discipline in originating, maintaining and disposing of records" may be qualifications which are not required in the employee's current position but, if observed, they should be rated in order to help describe the employee's capabilities and potential. "Discipline in originating, maintaining and disposing of records" refers to the awareness and application of procedures involved in the creation, maintenance and disposition of written materials.

#### SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

In this section the supervisor describes the employee's demonstrated abilities or deficiencies in the performance of his present job. Any relatively high or very low ratings in SECTIONS B, C, and D should be explained or amplified by supporting statements. In addition, the supervisor may comment here on any extenuating circumstance which affects the productivity and effectiveness of the employee.

#### SECTION F CERTIFICATION AND COMMENTS

The reviewing official has the responsibility of deciding whether the supervisor is either underrating or overrating the employee concerned. A reviewing official should recognize that his frame of reference concerning an employee with whom he may have contact only occasionally is different from that of the supervisor who normally is in constant association with the individual. At the same time, the reviewing official should take the opportunity to evaluate the ability of the supervisor to rate subordinates. Some disagreement between the supervisor and the reviewing official when preparing evaluations is not unusual. In a situation where there are significant discrepancies between the ratings of the supervisor and the reviewing official, the Director of Personnel will discuss the report with the Head of the employee's Career Service and the employee will be informed of his standing and prospects by the Head of his Career Service.